

Job Description

Job Title:	Teaching Assistant Level 2, Part time, Fixed term
Responsible to:	Head of School
Job Purpose:	<p>To support a named child with Autism for the duration of their time at the school or for the period of funding, helping the child to access the curriculum of the school.</p> <p>To support the classroom teacher with their responsibility for the development and education of the child, by utilising detailed knowledge and specialist skills.</p>
Salary:	Scale Band F – Points 6 – 11 pro rata £7, 262 to £8,018 per annum
Hours:	16 hours per week – 2 full days 8:30am – 3:15pm with 30 minutes for lunch and 1 half day 8:30am – 12noon, term time plus 5 inset days

Main Responsibilities

Support for named child:

- Support for the named child to access the curriculum
- Support with additional intervention work
- Managing the specialist needs of the named child
- Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
- Differentiating work to suit their ability
- Clarifying and explaining instructions
- Motivating and supporting the named child
- Meeting physical needs as required while promoting independence by employing strategies to recognise and reward achievement of self reliance
- Liaising with class teacher and SEN Co Ordinator regarding individual Education Plan
- Establish productive working relationships with the named child, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Promote the inclusion and acceptance of all the named child within the classroom; encouraging them to interact and work co-operatively with others and engage in all activities.
- Provide feedback to the teacher and SEN Co Ordinator in relation to progress and achievement.

Support to Teachers:

- Organise and manage learning activities (including learning environment and resources) in ways which keep the named child safe.
- Assess and provide feedback, as necessary, relating to named child development, progress and achievement.
- Apply the school's Behaviour and Self-Regulation Policy, to implement strategies and techniques which support the named child to regulate their feelings and emotions.

Support to the Curriculum:

- Deliver learning activities to the named child, adjusting activities according to the named child responses and needs.
- Use technology effectively to advance learning and develop the named child's competence and independence in its use.
- Devise, organise and manage safely the learning activities, teaching space and resources, taking account of the named child's interests, language and cultural background.
- Use the named child's area of expertise to work collaboratively and support teachers' planning and preparation of learning activities.

Support to the School:

- Assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Comply with these policies and report concerns to an appropriate person.
- Be aware of and support difference; ensuring the named child has equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of the named child, in liaison with the teacher.
- Contribute to the overall ethos, work and aims of the school.

- Take the initiative, as appropriate, to develop multi-agency approaches which support for the named child's progress.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.